Self Management Seminar

The art of self-organisation and motivation

Course ref.

AO3010

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:30 - 16:00

Location & dates

Münster

19.10.2026 – 20.10.2026
08.02.2027 – 09.02.2027
18.10.2027 – 19.10.2027

Fee

1.200,00 € (ex. VAT)
1.428,00 € (inc. VAT)

Seminar objective

In the "Self-Management" seminar, participants will learn how to effectively plan their time, motivate themselves and successfully achieve goals. They will improve their self-management skills by being introduced to appropriate tools and techniques. Participants will learn how to set priorities, make decisions and delegate their work effectively to achieve a better work-life balance. Practical exercises and methods support participants to develop and improve their self-management skills.

Seminar content

Successful self-management and effective work organisation

- Analysis and optimisation of the individual working style
- Prioritisation and delegation of tasks
- Use of planning tools and technologies

Improving emotional intelligence and communication skills

- Self-reflection and analysis to improve self-awareness
- Conflict resolution and dealing with difficult situations
- Improving interpersonal relationships through enhanced communication skills

Practical tips and methods for coping with stress in everyday working life

- Identification of stress factors and symptoms
- Relaxation techniques and stress management strategies
- Prevention of burnout and promotion of mental health

Self-motivation and goal setting for professional and personal success

- Identification of personal values and goals
- Development and implementation of strategies for self-motivation and discipline
- Success factors for professional and personal development

Methodology

Individual and group exercises Short trainer inputs Discussion based on real-life examples Help for transfer to everyday life Simulation of everyday situations

Target audience

The self-management seminar is aimed at professionals and managers from companies in all sectors who want to improve their self-management skills and optimise their work organisation. Prior knowledge is not required.

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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

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Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift